

## Roseville Covenant Church

### Job Description: Church Administrator – .75-1.0 FTE

#### Purpose

Roseville Covenant is a 65-year-old congregation located just north of Minneapolis and St. Paul, Minnesota. We are an intergenerational spiritual family encouraging people to be wholehearted followers of Jesus Christ. The Church Administrator position will have the responsibility for all legal and financial matters, management of non-clergy staff and administrative volunteers, building maintenance, church database, and general office responsibilities. The Church Administrator will report directly to the lead pastor.

#### Qualifications

- Demonstrates a living faith in Christ
- Degree studies in business administration, finance, or a related field (or equivalent experience)
- Budgeting experience in an office environment
- Prior church office administration experience preferred

#### Skills and Abilities

- Excellent communication, interpersonal, analytic, and organizational skills
- Demonstrated problem solving and troubleshooting skills, and ability to multitask on competing priorities
- Self-motivated and able to work independently and within a team, including managing office volunteers
- Strong IT and database management skills
- Knowledge and experience working with Microsoft Windows and Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher) and Google Suite
- Web support skill in managing and enhancing local web site is preferred

#### Job Duties

- Financial and Human Resource Management
  - Oversee annual budget and work closely with bookkeeping service and Finance Committee in managing budget, submit expenses and payroll, oversee personnel records, coordinate audits as required, church giving records, and work with Treasurer to oversee banking, billing, and loan administration
  - Ensure compliance with all laws and best practices with the respect to financial reporting, employee compensation and regulatory law, and insurance matters
- Facilities Management
  - Manage day to day usage and upkeep of physical plant, keeping appropriate records; work with the Facilities Committee to facilitate maintenance decisions and develop procedures for capital requirements and security of the property; management of vendor/maintenance contracts; and review and maintain church insurance
  - Oversee church building usage including scheduling meetings, renting church facilities, and enforcing church policies for facility use
  - Be present on Sunday mornings during worship, as needs arise
  - Maintain the church calendar
  - Acquire working knowledge and operational knowledge of office equipment
  - Ordering and maintaining office, kitchen, custodial and worship supplies
- Communication
  - Assist ministry staff with publications, signage, and electronic announcements
- Maintaining Records
  - Oversee and maintain member records and church database (Planning Center Online)
- Staff Support
  - Manage non-clergy staff
  - Support clergy staff as requested
  - Attend and participate in staff and Lead Team meetings as requested

**Compensation:** The Church administrator is a salaried, FT position (possibly 30-40hrs a week depending on the availability of the applicant) with paid time off, health and retirement benefits. Rate of pay commensurate with experience.